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Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120003-6

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THE 120959-1

DDA 78-2928/4

- 1 AUG 1978

MEMORANDUM FOR: Comptroller

ATTENTION: Chief, Administration Group

FROM: John F. Blake
Deputy Director for Administration

25X1A SUBJECT: [REDACTED] Position Reduction

REFERENCE: Memorandum for Multiple Addressees from
Comptroller, dated 25 July 1978, same subject

1. Reference memorandum requested a priority ranking of DDA positions (as reflected in our proposed 1980 Program) in order for the Comptroller to prepare ranking for review of the total Agency positions proposed for reduction.

2. Tab A reflects the [REDACTED] positions proposed for reduction. These positions will be dropped by the end of 1979 (30 September 1979) and, accordingly, have been incorporated as a part of the [REDACTED] reduction. 25X9

3. Tab B reflects the remainder of the position cuts which the DDA would have to take to achieve the stipulated total reduction.

Signed: John F. Blake

John F. Blake

Attachments

25X1A DDA/BS/ [REDACTED] :1f/7726 (1 Aug 78)

Distribution:

Orig - Addressee, w/att
1 - DDA Subject, w/att
1 - DDA Chrono, w/o att
1 - JFB Chrono, w/o att
2 - BS/DDA, w/att

25X1A

This Document Becomes Unclassified
When Separated From Attachment B

E2 IMPDET
CL BY [REDACTED]

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DIRECTORATE OF ADMINISTRATION
PROPOSED REDUCTION OF CEILING POSITIONS
IN FY 1979/FY 1980

<u>Office</u>	<u>Function</u>	<u>No. of Positions</u>
O/DDA	Dev. Complement Declassification	1 1
Security	Clearance Processing	2
Training	CT Staff Instructor	1
Finance	Accounts & Analysis Audit & Certification Covert Funding RTT Payrolling	1 1 1 1 1
Communications	Headquarters: Information Handling & Control: Signal Center; CMO & Training	5
STATINTL		5
Data Processing	TADS Special Projects CAMS Processing Management & Ops	2 5 4 4
	TOTAL	40

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DIRECTORATE OF ADMINISTRATION

FY 1980 ADDITIONAL REDUCTION OF 92 POSITIONS

<u>Priority Number*</u>	<u>Office</u>	<u>Function</u>	<u>No. of Positions</u>
1	Data Processing	CAMS	
2	Communications		21
		██████████	19
		Hqs. Engineering	6
3	Security		11
		Clearance & Processing	2
		Field Investigations	4
		Polygraph	4
		Industrial Security	3
4	Training		10
		Information Science Center	9
		Center for Study of Intelligence	1
5	Logistics		10
		Logistical Services	5
		Small Purchases Branch	
		Central Depot	5
6	Finance		5
		Accounts & Analysis	1
		Audit & Certification	1
		Industrial Contract Audit	1
		RTT	1
		Covert Funding	1
7	O/DDA		5
		History Staff	3
		Information Privacy Staff	2
8	Personnel		2
		Employee Activity Association	
9	Logistics		17
		Couriers	15
		Drivers	2
		TOTAL	62

*Number 1 high point

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Tab B

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DIRECTORATE OF ADMINISTRATION

FY 1980 PERSONNEL REDUCTIONS

IMPACT STATEMENT

Priority
Number

1. Data Processing:

These positions are required to support the COMIREX automated Management System for the analysis of requirements, systems design, and the subsequent development of software for the operational system. In FY 1980 support will be concentrated around the implementation of software to support new search

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[REDACTED]

positions would be the scheduled completion date for these software tasks would not be met. Without additional resources, such as contract money, to accomplish this work this would result in a delay which could have repercussions in the Intelligence Community.

2. Communications:

Because of our present understrength situation,

[REDACTED]

further taxing those Area staffs. An overseas engineering developmental position also would be eliminated, as well as several supply, secretary, and admin officer positions. Additional TDY assistance probably will be necessary to augment remaining staffs.

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Number

Communications (Cont):

Six Headquarters positions would come from the management and maintenance areas of our Engineering Division, creating backlogs and inefficiencies there, as well as the Signal Center, where traffic processing and delivery delays would be experienced frequently.

3. Security:

These reductions would be effected in the areas of clearance processing (2 positions), field investigation (4 positions), polygraph activity (4 positions), and industrial security audits (3 positions). The result would preclude the Office of Security from achieving a long sought after and desirable five-year reinvestigation and repolygraph program. Further, it would prevent the Office from raising to an acceptable level the industrial security audit and polygraph program. The FY 1980 goals of [redacted] industrial polygraph^{25X9} of contractor employees with access to sensitive intelligence information and 56 comprehensive security audits of contractor facilities would not be achievable. The FY 1979 levels of [redacted] contractor employee poly-^{25X9} graphs and 40 security audits could be sustained.

4. Training:

Information Science Center: The ISC would terminate all of its activities. Currently, it offers courses in the application of quantitative methods applicable to analytic and management problems. It is unique in that ISC type of training is not available elsewhere in the government or the private sector. The Center currently has the responsibility to provide information science training for DIA and other agencies in the Intelligence Community. In FY 1977, some 480 students (341 non-CIA) received some type of ISC training.

(a) Loss of the Center would have several important consequences. The ISC was established in accordance with a concept recommended by the President's Foreign Intelligence Advisory Board. Abolishing it could result in concern expressed by high levels of the government.

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Priority
Number

Training (Cont):

(b) If the ISC is abolished, its responsibilities would have to shift to another Intelligence Community organization, and most likely, the improved quality of the courses currently being offered by the ISC would be degraded or lost. Clearly, there would be a serious impact on the service offered to the Intelligence Community in this vital area.

(c) Exposure to the theories, methodologies, and tools which are available in the information science's area and which are currently being taught and researched by the Center would cease, and formalized training programs for intelligence analysts would not be available.

(d) The substantial costs incurred to upgrade the Center's facilities would be unrecoverable.

(e) Students currently enrolled in the Center would be forced into the private sector until a similar-type center could be reestablished in another agency. This would have the effect of increasing costs for training that was not tailored to the needs of the Agency and the Intelligence Community.

Center for the Study of Intelligence: One of the four professional positions in the CSI would be abolished. This would have the effect of reducing the level of activity that the Center could sustain. In particular, the "DCI Fellowship Program" would be impaired significantly or abolished. The research program on subjects of intelligence interest would be cancelled. In effect, the Agency and the Community would lose part of the only capability that goes beyond ad hoc study and thinking about the implications of change in the intelligence world.

5. Logistics:

Three admin services specialists are eliminated from the Space Maintenance and Facilities Branch (SM&FB). All routine trouble calls and followup (i.e., cleaning, lamp outages, temperature complaints) bypass Logistics Services Division directly to the GSA Building Manager. Two driver positions are eliminated, reducing chauffeur service by [redacted] percent, necessitating increased use of bus, POV, or U-Drive service.

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Priority
Number

Logistics (Cont):

All quick-reaction purchases (Small Purchases Branch, Central Depot)--reduction of five positions. All small purchases would be processing through Supply Management Branch and General Procurement Branch, resulting in loss of quick-reaction capability plus further encumbering the total materiel acquisition with low-value, high-volume items.

6. Finance:

The cumulative effect of these reductions will result in our inability to reach generally acceptable standards in the quality of effort we believe necessary for satisfaction of the statutory responsibilities of the DCI for which the Office of Finance is responsible. More specifically, audit and certification procedures involving appropriated funds would be less than completely satisfactory, the security and timeliness of the Agency's covert funding activities in support of operations would be jeopardized, audit of Agency contracts would be less frequent and substandard and external reporting requirements would be delayed.

7. O/DDA:

Should the History Staff be abolished, its functions would have to be picked up by some other Agency component. Provision would have to be made to meet the demands of official historians of other USG agencies, particularly State and DOD. To meet these demands, extensive knowledge of the CIA's research facilities in the broadest context and specific knowledge of the History Staff collection are required, together with understanding of the operational side of the Agency to support decisions about requests for sanitization/release/review of hundreds of pages of CIA documents requested by other agencies as a result of their searches in Presidential Libraries. Liaison with other agency historians and NARS over the continuing question of interagency access to historical document collections would suffer. Unless some provision is made for the maintenance and updating of the Historical Documents Index, valuable records of the Agency's development may be lost forever.

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Number

O/DDA (Cont):

The reduction of two staff positions from the Information and Privacy Staff in 1980 would result in a 10 percent reduction in our production capability. In comparison with today's capability, that would mean a weekly production level drop from 70 completed cases per week to 63.

It is difficult to project the caseload that will exist in 1980 since it is dependent upon the public's response and could fluctuate either way drastically.

Our present incoming request caseload is 83 cases per week. This drop in production would probably increase the staff's backlog of uncompleted cases, which now stands at approximately 2,800 and increase in our response time which is now three to six months. Required response time, as stated in the Freedom of Information Act, is 10 days.

8. Personnel:

Dropping two positions from the EAA would substantially reduce the services which are provided by the current staff of four full-time employees and one part-time employee. This program offers Agency employees the opportunity to participate in a large variety of clubs, instructional classes, and athletic, social and cultural activities. It is necessary for the Agency to coordinate and supervise the program because of security and cover considerations, the need for physical fitness in employees' job performance and to improve employee morale. The loss of two positions would reduce the amount of coordination and supervision which we could provide and would increase the possibility of security and morale problems.

9. Logistics:

Eliminate 15 couriers, now employed, and two drivers. Reduction of couriers results in either: (a) return to nonescorted runs for Top Secret and codeword material; or (b) reduction of most courier runs from three to two per day; or (c) successful implementation of a plan to substitute Federal Protective Officers as escorts (see attached D/L note). Since budget submittal, OL has "gained" five decentralized positions for drivers; the loss of two driver positions can be absorbed.

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78-0729
DD/A Registry
78-2938

25 JUL 1978

DD/A Registry
File 640-11

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Operations
Deputy Director for Science and Technology
Associate Director - Management,
National Foreign Assessment Center
Administrative Officer, DCI

25X1A SUBJECT : [REDACTED] Position Reduction

25X1A 25X9 1.(S) At the Comptroller Meeting on 21 July 1978, the need to reflect a [REDACTED] position reduction from our adjusted 1979 level of [REDACTED] was discussed. Minutes of the meeting will describe the substance of that discussion but, because time is critical, you are requested to take the action agreed upon without awaiting the minutes.

25X9 2.(A/IUO) As a reminder, it was agreed at the Comptroller Meeting that each Directorate and the O/DCI would rank its lowest priority positions and provide brief statements of the impact the reductions will have on its own program as well as the programs of other components. The Comptroller will look into the possibility of constructing a FOIA/declassification formula which could ease the reduction burden for others. Addressees are therefore requested to furnish to the Comptroller before 31 July 1978 priority ranking of positions (as reflected in our proposed 1980 Program) in the following numbers: [REDACTED]

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3.(A/IUO) In each of the past several years, we have absorbed externally imposed reductions. At the same time we have provided new positions to satisfy new requirements. As long as we are able to absorb reductions and still provide positions to meet new requirements, the conclusion can be drawn that reductions imposed on CIA can be readily absorbed. If you have new positions in your 1980 Program that you wish to retain, they should be separately justified, and offsetting positions to be eliminated should be specified in addition to the numbers stated above. The Comptroller will prepare a strawman Agency ranking for review by the Deputies, discussion with the DDCI, and final ranking on 4 August.

25X1A

James H. Taylor
Comptroller

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OTR 78-8481
28 July 1978

DD/A Registry

File 04M9-1

MEMORANDUM FOR: Deputy Director for Administration

FROM: Harry E. Fitzwater
Director of Training

SUBJECT: Proposed Reductions for the Office of
Training--FY 1980 (U)

(U/AIUO) Listed below are the Office of Training (OTR) proposals for absorbing personnel reductions according to the three plans suggested. In developing our impact statements, we have addressed the increments reflected in the Auster 2 level of the OTR FY 1980 Program Call. Included are statements of the impact that these reductions would have on OTR, the Agency, and Community training programs.

a. (U/AIUO) Plan A: Reduce OTR by a total of 11 positions. OTR proposes that nine positions be taken from the Information Science Center (ISC) and two from the Center for the Study of Intelligence (CSI).

Impact

(1) Information Science Center. The ISC would terminate all of its activities. Currently, it offers courses in the application of quantitative methods applicable to analytic and management problems. It is unique in that ISC type of training is not available elsewhere in the government or the private sector. The Center currently has the responsibility to provide information science training for DIA and other agencies in the Intelligence Community. In FY 1977, some 480 students (341 non-CIA) received some type of ISC training.

(a) Loss of the Center would have several important consequences. The ISC was established in accordance with a concept recommended by the President's Foreign Intelligence Advisory Board. Abolishing it could result in concern expressed by high levels of the government.

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SUBJECT: Proposed Reductions for the Office of Training--
FY 1980 (U)

(b) If the ISC is abolished, its responsibilities would have to shift to another Intelligence Community organization, and most likely, the improved quality of the courses currently being offered by the ISC would be degraded or lost. Clearly, there would be a serious impact on the service offered to the Intelligence Community in this vital area.

(c) Exposure to the theories, methodologies, and tools which are available in the information science's area and which are currently being taught and researched by the Center would cease, and formalized training programs for intelligence analysts would not be available.

(d) The substantial costs incurred to upgrade the Center's facilities would be unrecoverable.

(e) Students currently enrolled in the Center would be forced into the private sector until a similar-type center could be reestablished in another agency. This would have the effect of increasing costs for training that was not tailored to the needs of the Agency and the Intelligence Community.

(2) Center for the Study of Intelligence. Two of the four professional positions in the CSI would be abolished. This would have the effect of reducing the level of activity that the Center could sustain. In particular, the "DCI Fellowship Program" would be impaired significantly or abolished. The research program on subjects of intelligence interest would be canceled. In effect, the Agency and the Community would lose part of the only capability that goes beyond ad hoc study and thinking about the implications of change in the intelligence world.

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SUBJECT: Proposed Reductions for the Office of Training--
FY 1980 (U)

b. (C) Plan B: Reduce OTR by a total of 38 positions. OTR proposes that they be distributed in the following manner:

Information Science Center - 9
Center for the Study of Intelligence - 5
Covert Instruction Division - 19
Operations Training Division - 5

Impact

(1) Information Science Center. See above for impact.

(2) Center for the Study of Intelligence (CSI). Under this plan, the entire CSI would be abolished. In addition to the losses mentioned above, the journal, Studies in Intelligence, and the Discussion Group Program would also be terminated. The Discussion Group Program has held seminars with interested people from the Intelligence Community, business, and academe on subjects of intelligence interest. For example, a Symposium on Creativity, Controls and Ethics was held at the [REDACTED]

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[REDACTED] 29-30 March 1978. The abolition of these activities would end all formal consideration of vexing Agency issues and implications of change in the Intelligence Community.

25X1C

[REDACTED]
the individual DDO components. The demand for providing instructors and facilities would place an additional strain on the DDO in a period of declining resources and would likely impact adversely on other DDO activities and priorities.

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SUBJECT: Proposed Reductions for the Office of Training--
FY 1980 (U)

(a) The CID is a unique instrument for training, with benefits to the Agency and the U.S. Government, as many foreign services participate in joint operations with the U.S. By providing good basic tradecraft, we benefit ourselves.

25X1C

[REDACTED]

25X1C

[REDACTED]

25X1C

(4) Operations Training Division (OTD). Reducing the OTD by five positions would limit its capability to meet its training requirements during a period when the Career Training Program is expanding, and the Counteracting Terrorist Tactics Course is responding to more Agency and Community requirements. The additional requirements would have to be absorbed by a reduced complement of instructors. If the numbers of students were left at the present level or increased, the quality of training would be degraded. This, of course, would be felt in the field and elsewhere in terms of reduced effectiveness of operations.

c. (C) Plan C: Reduce OTR by a total of 15 positions. OTR proposes that the following positions be abolished:

Information Science Center - 9
Center for the Study of Intelligence - 5
Covert Instruction Division - 1

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SUBJECT: Proposed Reductions for the Office of Training--
FY 1980 (U)

Impact

(1) Information Science Center. Abolish.
See above for impact.

(2) Center for the Study of Intelligence.
Abolish. See above for impact.

(3) Covert Instruction Division. Reduce
manning by one position. The impact in this case
would be minimal. The Division would perform all
its assigned functions although at a slightly
reduced level. There would be some decrease in
quality and quantity of instruction, but not in an
overall sense. Most requirements for CID training
could be met.

25X1A



Harry E. Fitzwater

27 July 1978

MEMORANDUM FOR: Deputy Director for Administration
FROM: Charles A. Bohrer, M.D.
Director of Medical Services
SUBJECT: Reductions to FY 1980 Recommended Level

As requested, the following is an assessment of the impact that the reduction in personnel ceiling in accordance with Plan A, B, or C will have on the Office of Medical Services:

a. Plan A -- Two Positions

Center for Counterterrorism and Crisis Response -
One IO Behavioral Scientist and Intelligence Assistant

This activity is currently supported at a minimum level. The reduction of two positions would necessitate eliminating this activity. This

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b. Plan B -- Five Positions

(1) Eliminate CCCR Under Plan A

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CL BY [REDACTED]

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SUBJECT: Reductions to FY 1980 Recommended Level

(2) Field Operations Division (FOD) -
One Physician



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(3) Psychiatric Division - One Clinical Psychologist, and One Secretary

As psychological testing is a integral part of medical processing and consultative services, eliminating the clinical psychologist and a secretary would result in the loss of the capability for: clinical testing of disturbed individuals, test development and improvement, applied research in special studies, such as the stress study in the Office of Communications and the Operations Center. The loss of the secretary would seriously limit our capacity to provide minimal secretarial support to the Clinical Psychologist and the Deputy Chief, Psychiatric Division.

c. Plan C -- One Position

Eliminate a Physician Position in FOD. The impact is outlined in Plan B.

SIGNED
CHARLES A. BOHRER, M.D.

Charles A. Bohrer, M.D.

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CONCLUDING

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DC-M-18-553
28 JUL 1978

MEMORANDUM FOR: Deputy Director for Administration
FROM : [REDACTED]
Director of Communications
SUBJECT : FY-1980 Program/Personnel Ceiling/Reductions
to FY-1980 Recommended Level (U)

a. Five positions: OC could accommodate a five position reduction by eliminating five Headquarters positions in the Information Handling and Control, Signal Center and Career Management and Training areas. Some modest impact in the related services would be experienced, but a price must be paid regardless of where the cuts are taken as OC no longer has marginal positions. Our marginal positions, 20 of them, have already been relinquished voluntarily as part of our FY-1980 program submission.

elements.

25x9

(1) Because of our present understrength situation, we already have serious problems at several base stations and field stations resulting from underlaps in operator and technician positions, and severe stretching of the OC pipeline. Our Overseas Support Group (OSG) has been strained to the limit, the overseas Areas/base stations have been filling TDY

E3 IMPDET
CL BY SIGNER

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IDENTITY

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SUBJECT: FY-1980 Program/Personnel Ceiling/Reductions to
FY-1980 Recommended Level (U)

requirements, and [redacted] have gone on 12-on-12-off shifts until vacancies can be filled. To reduce positions will create a situation approaching permanency for such arrangements. It is our opinion that this would be intolerable over the long haul. Also included in the overseas cuts

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Seas engineering developmental position also would be eliminated, as well as several supply, secretary, and admin officer positions. Additional TDY assistance probably will be necessary to augment remaining staffs.

(2) The 11 positions to be eliminated at Headquarters include five [REDACTED] in the supply, general maintenance, automotive maintenance, equipment repair and guard/courier categories. Some of these functions could be handled on a contract basis, with increased costs and loss of efficiency, and some serious cover problems. The other six Headquarters positions would come from the management and maintenance areas of our Engineering Division, creating backlogs and inefficiencies there, as well as the Signal Center, where traffic processing and delivery delays would be experienced frequently.

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c. [redacted] positions: Another [redacted] overseas positions would be cut worldwide. This would eliminate some communications security safety officers and adversely impact upon our efforts in the Occupational Safety

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SUBJECT: FY-1980 Program/Personnel Ceiling/Reductions to
FY-1980 Recommended Level (U)

and Health Act (OSHA) area. An engineering position would be eliminated denying us the opportunity to give junior engineers field experience in installation and maintenance of communications systems, and a gap would result in these areas. Several additional operator positions would be eliminated, resulting in lessening even further our flexibility and ability to accommodate the requirements of our customers.

2. (U/AIUD) As can be seen, we would opt to spread the reductions worldwide, across various decision units, resulting in deterioration but not discontinuance of any essential services. We prefer this alternative rather than total elimination of any individual functions. Major concerns are that customers frequently will become displeased with our support, and our ability to respond to crash requirements will erode further. As you know, we have always taken pride in our ability to react in times of crises as well as to normal new requirements, and we would expect increasing difficulties in responding to important needs quickly and with appropriate professionalism.



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